



**Administration for Children and Families**

Office of Head Start

National Center on Early Childhood Health and Wellness

HHS-2015-ACF-OHS-HC-0998

Application Due Date: 07/20/2015

National Center on Early Childhood Health and Wellness

HHS-2015-ACF-OHS-HC-0998

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**Department of Health & Human Services  
Administration for Children and Families**

**Program Office:** Office of Head Start  
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### Executive Summary

#### *Notices:*

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/howto>.**

The Administration for Children and Families (ACF), Office of Head Start (OHS) in partnership with the Office of Child Care (OCC) and the Health Resources and Services Administration (HRSA)/Maternal and Child Health Bureau (MCHB)/Division of Home Visiting and Early Childhood Systems (DHVECS) announces the availability of an estimated \$6,682,500 to be competitively awarded for a National Center on Early Childhood Health and Wellness (NCECHW).

The NCECHW will disseminate high-quality, evidence-based, and research-informed resources, and will provide training and technical assistance (T/TA) to Head Start and Early Head Start (HS/EHS) agencies and State, Territory, and Tribal Lead Child Care Agencies. The resources and T/TA will address services to children from birth to 5 years, and their families, with additional services for expectant families and school-age children.

The NCECHW will provide resources and T/TA that promote the health and developmental potential of children and families in the United States in order to get them school ready and live healthy, productive, and happy lives. In addition, the NCECHW will provide resources and T/TA in order to:

- Improve the health and safety of Early Care and Education (ECE) settings;
- Promote positive child health outcomes for children participating in ECE programs;
- Increase preventive services related to health outcomes;
- Promote access to continuous, accessible health services for children and families;
- Promote mental wellness and resiliency for staff, children, pregnant women, and families; and
- Strengthen networks and coordination of ECE programs and child health professionals.

The NCECHW will maximize the use of previously developed, web-based materials and resources that are consistent with OHS, OCC, and HRSA/MCHB national priorities. The NCECHW will work collaboratively and cooperatively with the other OHS, OCC, and MCHB National T/TA Centers and ACF's regional offices.

OHS contributes 75 percent of the total funds for the NCECHW, or up to \$5,000,000, for each budget period. Examples of activities may include the development of resources for HS/EHS agencies to address health services based on the Head Start Program Performance Standards and current grantee monitoring data.

OCC contributes 22 percent of the total funds available for the NCECHW, or up to \$1,500,000, for each budget period. Examples of activities may include project coordination and targeted technical assistance to State CCDF Lead Agencies and their state designated networks or the development of a resource for CCDF Lead Agencies to implement health requirements in ECE settings.

HRSA/MCHB contributes 3 percent of the total funds for the NCECHW and funds the regular updates/revisions of *Caring for Our Children, 3rd edition* incorporating the latest evidence acquired through collaboration with relevant experts and is available electronically to the public at no cost and easily searchable.

The NCECHW will be required to separately track the funds with the associated activities and costs by funding stream throughout the project.

The NCECHW will be awarded as part of a group of six National Centers. Because of the complex work the NCECHW will conduct, this Center is encouraged to bring together a partnership and/or consortium of knowledgeable partners within the field of early childhood health, development, and wellness. The work of the NCECHW should be research/evidence-informed as well as practical in application by means of T/TA within the field of early childhood health, development, and wellness and serving ECE programs locally, regionally, and nationally.

## **I. Program Description**

### **Statutory Authority**

This FOA is authorized by the Section 648 of the Improving Head Start for School Readiness Act of 2007 (42 U.S.C. 9843), and by, Sections 658G(e) and 658I(a)(3) of the Child Care and Development Block Grant Act, as amended by the Child Care and Development Block Grant Act of 2014, Pub. L. 113-186, which are to be codified at 42 U.S.C. 9858e(e) and 42 U.S.C. 9858g(a)(3).

It is also authorized by the Health Resources and Services Administration's Maternal and Child Health Bureau, Title V, Section 501(a)(3) of the Social Security Act, as amended, (42 U.S.C. 701).

### **Description**

The following overview provides information on ACF and HRSA's vision for early childhood as well as ECE programs and their associated T/TA systems.

#### **Overview for ACF Vision of Early Care and Education**

Evidence continues to mount that children's earliest experiences have a profound influence on later success. Great changes occur in the developing brain in the early years of life, influenced by both genetic contributions and environmental experiences. Nurturing and stimulating care given in the early years builds optimal brain architecture that allows children to maximize their potential for learning. Interventions in the first years of life are capable of altering the course of development and shift the odds for those at risk of poor outcomes toward more adaptive outcomes.

To meet the needs of our nation's most vulnerable children and families, the ECE programs administered by ACF are designed to both provide enriching early childhood experiences that promote the long-term success of children and assist low-income working parents with the cost of child care. In partnership with families, all ECE programs should meet children's needs and support age-appropriate progress across domains of language and literacy development; cognition and general knowledge; approaches to learning;

physical health and well-being and motor development; and social and emotional development that will improve readiness for kindergarten. HS/EHS and child care programs aim to support the ability of parents, program leaders, early childhood educators, and other community members to interact positively with children in stable, nurturing, and stimulating environments to help create a sturdy foundation for later school achievement, economic productivity, and responsible citizenship.

ACF in partnership with HRSA/MCHB strives to achieve the following goals in all of our ECE programs:

- Build successful Early Learning and Development Systems across HS, child care, and pre-Kindergarten;
- Promote high-quality, inclusive ECE programs for all children;
- Improve the health and safety of ECE settings;
- Ensure an effective and sustainable early childhood workforce;
- Improve the physical, developmental, mental health, and social well-being of the maternal and child populations in early learning and development settings;
- Promote the essential role of parents as a child's first teacher while building on family engagement with ECE programs; and
- Build on the strengths and address the needs of culturally and linguistically diverse children and families.

Our vision for what all children need to grow up healthy, happy, and successful is the same for all children and families. However, sometimes the policy structures and funding streams through which ACF operates to support these goals add complexity. What follows are brief descriptions of federal HS/EHS, child care programs, and HRSA/MCHB that illuminate this complexity.

## **Overview of HS/EHS**

HS/EHS are a two-generation child development and family support programs that serve pregnant women, young children from birth to age 5, and their families. OHS provides grants to local public and private non-profit and for-profit agencies to provide comprehensive services to predominately economically disadvantaged children and their families. Since its beginning in 1965, HS/EHS grantees have served more than 30 million children across the nation. In Fiscal Year 2013, HS provided funding to approximately 1,668 grantees to serve 1,129,805 children and families, a number that included more than 150,000 infants and toddlers.

HS grantees are required to serve children and families with the greatest need and enrollment priority is given to special populations, including children who live in foster care, children with disabilities, and children and families who are homeless. Programs are also designed to recruit, reflect, and support the cultures and languages of the children, families, and communities served. Among the populations served are migrant and seasonal farm worker families and children as well as children and families from tribal nations and organizations.

HS/EHS programs meet the unique needs of the children and families in their communities through a variety of program options that include center-based, family child care (FCC), home-based, and/or combination program option with programs that operate for as short as 6 weeks for some Migrant and Seasonal Head Start (MSHS) programs, up to 9-12 months for some HS and MSHS programs, and full-day/full-year services for EHS programs. In recent years, an increased number of HS grantees offer a full-day, full-year program option, often through collaborations with local child care providers in order to help meet the child care needs of parents who are either working or in job training.

HS/EHS programs emphasize family engagement because of the critical role that parents play in supporting their children's healthy development, learning, and ongoing school success. Effective HS programs engage parents in their children's learning and help their parents make progress toward their educational, literacy, and employment goals. Programs also emphasize the significant involvement of parents in the administration of local programs. These leadership opportunities are designed to strengthen skills that parents can apply to improving their family's economic well-being and to becoming more

effective advocates for their children.

## **Overview of the Child Care Development Fund (CCDF)**

Serving families and children under age 13, OCC administers the \$5.3 billion CCDF program and works with state, territory, and tribal governments to provide support for low-income families and their children in finding affordable, high-quality child care. Child care is provided through a broad array of public, private, for-profit, and not-for-profit programs and providers. Serving more than 12 million U.S. children, there are approximately 107,000 licensed child care centers and 135,000 licensed FCC homes. Roughly, 1.5 million children and families receive a child care subsidy from CCDF each month. In 2013, approximately 100,000 child care centers and 300,000 home-based child care providers served children receiving child CCDF subsidies.

While the majority of CCDF dollars are disseminated through vouchers with which families may purchase child care, lead agencies have the option to extend contracts and grants to eligible providers for the purchase of child care slots. A common reason for awarding grants and contracts is to increase the supply of care that is hard to find, for example, care for children with disabilities, care for infants and toddlers, or care during non-traditional hours. This is also done in order to coordinate child care services with programs such as HS, EHS, pre-kindergarten, and afterschool programs.

Together, states, territories, and tribes annually spend \$1 billion to support child care quality improvement, resulting in better learning environments and more effective caregivers in child care centers and FCC homes across the country. Among other activities, quality investments fund child care resource and referral services and improve care for infants and toddlers, and school-age children.

With the recent passage of the Child Care and Development Block Grant (CCDBG) Act of 2014, important statutory changes focus on the promotion of families' economic self-sufficiency by making child care more affordable, and fostering healthy child development and school success by improving the overall quality of early learning and afterschool programs. It also makes significant advancements by defining health and safety requirements and career pathways for child care providers; outlining family friendly eligibility policies; requiring that states establish a progression of professional development that enables child care providers to promote the social, emotional, physical, and cognitive development of children; and it ensures that parents and the general public have transparent information about the child care choices available to them. Please see the CCDBG Reauthorization Resource Page ([www.acf.hhs.gov/programs/occ/ccdf-reauthorization](http://www.acf.hhs.gov/programs/occ/ccdf-reauthorization)) for more information.

## **Maternal and Child Health Bureau/Health Resources and Services Administration**

Charged with primary responsibility for promoting and improving the health of the Nation's mothers and children, MCHB draws upon nearly a century of commitment and experience. Early efforts are rooted in MCHB's predecessor, the Children's Bureau, established in 1912. In 1935, Congress enacted Title V of the Social Security Act, which authorized the Maternal and Child Health Services Programs—providing a foundation and structure for ensuring the health of mothers and children for more than 75 years.

Today, the MCHB, as part of the HRSA, U.S. Department of Health and Human Services, administers Title V and other key maternal and child health programs. MCHB works in partnership with its sister federal agencies, states, communities, public-private partners, and families to improve the physical and mental health, safety and well-being of the maternal and child health (MCH) population, which includes all of the nation's women, infants, children, adolescents, and their families, including fathers and children with special health care needs. MCHB continues to strengthen the MCH infrastructure, ensure the availability and use of medical homes, and build knowledge and human resources in order to ensure continued improvement in maternal and child health.

MCHB touches the lives of every infant, child, and family in the United States in important ways. Every newborn is screened for heritable disorders before leaving the hospital. Infants and toddlers are vaccinated against preventable diseases. Mothers are assessed for postpartum depression and receive

breastfeeding support. Millions of young children in child care benefit from their caregivers' health and safety training based on evidence-based standards. School children with access to dental care receive sealants and oral health screenings. Children with special health care needs and their families have access to high-quality, specialized medical care and supportive services that allow children full integration in family and community life. Pregnant women and families with children from birth to age 5 have access to resources and are developing the skills they need to raise children who are physically, socially, and emotionally healthy and ready to learn through voluntary home visits from health, social service, and child development professionals.

## **OVERVIEW OF THE ACF EARLY CHILDHOOD T/TA SYSTEM**

Building on a history of successful partnerships, the ACF's OHS and OCC, as well as MCHB, are collaborating to transform the current T/TA system to more effectively support ECE programs and staff in the delivery of quality services to children and their families across the country. In coordination with our federal early childhood partners, including, but not limited to, the U.S. Department of Defense, Education, and Agriculture, the ACF Early Childhood T/TA System will provide training, resources, and materials to support school readiness as the foundation for life-long learning and success.

While ACF's vision for what all children need to grow up healthy, happy, and prepared for school and life is the same, the statutory requirements that direct HS and CCDF funding streams are distinct and require different pathways to reach children and families in the communities in which they live. As described, HS is a federal-to-local organizations program and CCDF is a federal-to-state program. This impacts how the ACF Early Childhood T/TA system will operate. For example, OCC relies on state partners and their investments to enhance quality to reach child care providers directly while OHS works directly with EHS and HS programs. The transformed ACF Early Childhood T/TA system will take advantage of these opportunities by targeting multiple stakeholder groups at regional, state, and local levels. As a result, while the content may be the same, some T/TA material will be useful to all users while other resources may be particularly relevant for individuals or groups with certain roles, positions, or regulations and mandates.

Primary recipients of T/TA include HS/EHS agencies and State, Territory, and Tribal Lead Child Care Agencies. Examples of primary users may include, but are not limited to, HS agency leaders, managers, teachers, and family service staff; EHS home visitors; parents and families; CCDF Administrators and staff; Quality Rating and Improvement System (QRIS) trainers; and child care licensing managers. OHS and OCC plan to partner with states to amplify and expand the delivery of high-quality, evidence-based resources developed by the National Centers through state-designated early childhood dissemination networks and organizations, such as child care resource and referral agencies and professional membership organizations. By working together, it is expected that this broad reach will ultimately impact all children and families who participate in local ECE settings. All resources and material (and in some cases training) developed by the National Centers will be publicly available to ensure the greatest access for the early childhood field, as a whole.

## **Goals and Levels of Operation**

Operating on national and regional levels, the federal T/TA System will support high-quality services for children and families. All entities will:

- Target services for children birth to age 5, and their families, with support for expectant families and school-age children;
- Promote the provision of comprehensive services and school readiness with strategies that are age, developmentally, ability, culturally, and linguistically appropriate;
- Provide high-quality, evidenced-based, practical resources and approaches that build capacity and create sustainable early childhood practices at the regional, state, and local levels;
- Scaffold timely and relevant guidance, training, materials, and professional development activities to account for different stakeholder needs and levels of readiness;

- Emphasize use of data for continuous quality improvement, coordination, and integration across the broader early childhood sector;
- Build upon previous evaluations and lessons learned from OHS and OCC T/TA; and
- Include evaluation of the quality of the assistance provided and the degree to which ECE programs, staff, children, and families' needs are met.

## **National T/TA Network**

The National Centers provide the foundation of knowledge and practice for the ACF Early Childhood T/TA System. Through the National Centers ACF will promote early childhood excellence through consistent, evidenced-based T/TA. Reflecting current research, these Centers will create and disseminate high-quality resources and provide T/TA across regions, states, territories, tribes, and local communities. With a shared mission and goals, some National Centers will operate jointly under OCC and OHS, as described in the following sections:

### **Centers Jointly Administered by the OHS and OCC:**

#### **Early Education Central: The Pathway to Credentials and Degrees for Infant Toddler Educators** (current project)

Creates (within 1 year) a web-based, one-stop portal linking to existing federally funded, public domain coursework and resources designed to support the progress of the child care and EHS workforce on an established career pathway. Early Education Central is designed for use by infant toddler educators, administrators of early childhood programs, trainers and coaches, higher education professionals and coursework developers, and professional development systems leaders.

#### **National Center on Early Head Start-Child Care Partnerships** (current project)

Supports the effective implementation of the new Early Head Start-Child Care (EHS-CC) Partnership, which will allow grantees to deliver high-quality, comprehensive services to low-income infants, toddlers, and their families. The National Center will do this by providing training, resources, and materials to federal staff, ACF Early Childhood T/TA providers, Head Start State and National Collaboration Offices, and CCDF Administrators so that all are equipped to meet the needs of new EHS-CC partnerships.

#### **National Center on Early Childhood Health and Wellness (NCECHW)**

HHS-2015-ACF-OHS-HC-0998

Provides resources and support to ensure the health and mental wellness of pregnant women, infants, toddlers, preschoolers, and their families, as well as program staff. T/TA will advance best practices for linking health and ECE systems and support topics such as medical and dental home access; health promotion and disease prevention; emergency preparedness and environmental safety; trauma and toxic stress; developmental, behavioral, vision, and hearing screening; and nutrition. See *Section IV.2.*

*Application and Submission Information.*

#### **National Center on Parent, Family and Community Engagement (NCPFCE)**

HHS-2015-ACF-OHS-HC-0999

Provides resources and T/TA associated with family well-being, effective family and community engagement, and children's school readiness, including transitions to kindergarten. T/TA will include, but will not be limited to, staff-family relationship building practices that are culturally and linguistically responsive; integrated and systemic family engagement strategies; consumer education, family leadership, family financial stability, and individualized support for families facing adversity.

#### **National Center on Early Childhood Development, Teaching and Learning (NCECDTL)**

HHS-2015-ACF-OHS-HC-0996

Provides resources and T/TA associated with healthy development and school readiness for infants, toddlers, and preschool children (birth to age 5) across all settings and program options. T/TA will include, but not be limited to, professional development for the infant/toddler and preschool workforce; evidence-based curriculum; early learning standards; effective transitions; screening and assessment; culturally and linguistically appropriate practices; enhancing teacher/child interactions; supporting networks of infant/toddler practitioners; supporting children with disabilities; and using data to improve practice.

**National Center on Early Childhood Quality Assurance (NCECQA)**

HHS-2015-ACF-OCC-TA-1001

Provides resources and T/TA to state, territory, and tribal child care agencies, HS/EHS agencies, and other ECE settings across regions to support the implementation of rigorous health, safety, and licensing standards, and promotes best practices that support the infrastructure of an ECE quality improvement framework, including QRIS.

**National Centers Administered by OCC:**

**National Center on Child Care Subsidy, Innovation and Accountability** (current project)

Provides TA to CCDF programs in developing child care subsidy systems that are child-focused, family friendly, and fair to providers, including implementing new provisions of newly reauthorized CCDBG. The National Center works with grantees to help them reach goals related to subsidy eligibility, integrating quality and subsidy, strengthening program integrity, payment rules, rate setting, and other policies and practices that support serving more low-income children in high-quality care.

**National Center on Tribal Child Care Implementation and Innovation** (current project)

Assists American Indian and Alaskan Native tribes and tribal organizations in their efforts to implement and administer CCDF as well as increase the quality, affordability, and availability of child care in Native communities. Supporting more than 539 federally recognized tribes, directly or through tribal consortia, targeted TA activities include a toll-free information and referral line; development and dissemination of materials; a peer learning and leadership network; national and regional webinars; and other on-site and distance learning events.

**National Center on Afterschool and Summer Enrichment**

HHS-2015-ACF-OCC-TA-1000

Disseminates resources and provides T/TA to states, territories, and tribes to support afterschool and summer programs. The Center will work with OCC to design and implement a work plan that includes, but is not limited to, working with statewide school-age networks, state and local education agencies, and other community partners to expand learning opportunities for school-age children; supporting state implementation of new health and safety and quality provisions in the CCDBG Act of 2014 as appropriate in school-age settings; identifying and promoting family engagement approaches that positively involve parents in summer learning and school-age learning settings; and coordinating with early childhood and school-age stakeholder groups and other federal programs to maximize effective service delivery models and minimize duplication of efforts.

**National Centers Administered by OHS:**

**National Center on Program Management and Fiscal Operations**

HHS-2015-ACF-OHS-HC-0995

Disseminates clear, consistent messages on OHS priorities for the development and implementation of sound management systems and strong internal controls. The National Center's work includes, but is not limited to, topics such as risk management, governance, data collection and analysis, budgeting, and

management of multiple funding sources. T/TA is delivered to regional T/TA providers, HS/EHS agencies, and other ECE settings across regions, tribes, and territories. The National Center also assists organizations to implement and enhance the infrastructure necessary to support a well-managed system of ECE.

### **Regional T/TA Network**

As part of a coordinated national system, responsibility for disseminating the evidence-based practices, resources, and materials developed by the National Centers will be carried out by OHS and OCC T/TA specialists working in partnership with the National Centers. OHS HS/EHS T/TA specialists (approximately 300), under the direction of the ACF Regional offices, will provide on-site T/TA directly to HS/EHS agencies. Each Regional TA Contract will assign one content specialist per National Center to liaise between the National Center and local HS/EHS agencies.

OCC Child Care State Systems Specialists will work with OCC Regional Program Managers and states and territories to support CCDF administration and early childhood systems-building. They will develop customized TA plans to aid states and territories in implementing their CCDF Plans. CCDF Plans will include efforts to improve low-income children's access to high-quality child care programs, implement more family friendly subsidy policies, create a stable supply of high-quality programs, and develop a well-trained child care workforce.

As part of the Regional T/TA Network and under the direction of the OCC and OHS national and regional offices, a designated team of OCC and OHS T/TA specialists will work together in each Region to provide support on systems-building and partnership opportunities among EHS, HS, child care, and Pre-K efforts at regional and state systems levels.

### **FUNDING OPPORTUNITY DESCRIPTION:**

#### **NATIONAL CENTER ON EARLY CHILDHOOD HEALTH AND WELLNESS**

##### **Overview**

Health and school readiness are closely linked. Children need to be healthy and safe in order to learn. The ACF health and wellness vision is that ECE programs maximize the health and developmental potential of children and families in the United States in order to get them school ready and living healthy, productive, and happy lives. ACF's health and wellness vision for ECE programs is based on the principle that families, child care providers, HS/EHS programs, and health professionals in partnership can promote the health development of young children and increase access to preventive health services, safe physical environments, and continuous, accessible care for all children. The NCECHW will move forward ACF's health and wellness vision and the following ACF health and wellness goals for ECE programs:

- Improve the health and safety of ECE settings;
- Promote positive child health outcomes for children participating in ECE programs;
- Increase preventive services related to health outcomes;
- Promote access to continuous, accessible health services for children and families;
- Promote mental wellness and resiliency for staff, children, pregnant women, and families; and
- Strengthen networks and coordination of ECE programs and child health professionals.

Building upon the ACF vision and health and wellness goals for ECE programs, the NCECHW will develop and disseminate high-quality resources and provide T/TA to ECE programs (i.e., HS/EHS agencies, State Child Care Lead Agencies and their designated networks and organizations, other ECE settings). The information, resources, materials, training, and implementation support provided through the NCECHW will reflect current evidence, including brain research and neuroscience, be research-informed and promote effective practices and professional development within programs serving high-risk, low-income children from birth to age 5 that includes pregnant women and expectant families. It will be responsive to the unique needs of dual language learners, foster care and homeless children, tribal early childhood programs, and migrant and seasonal HS programs. It will use professional

development strategies that support states, tribes, and agencies in serving low-income families or families who may be facing many adversities. The NCECHW will provide these supports to increase the links between ECE programs, health care professionals, and families to maximize resources for developing comprehensive and coordinate health and wellness services within ECE settings.

The NCECHW will maximize the use of previously developed, web-based materials and resources that are consistent with OHS, OCC, and MCHB national priorities. T/TA will be delivered to primary recipients that include HS/EHS agencies; State, Territory and Tribal Child Care Lead Agencies and their designated networks and organizations; and child health professional networks. Primary users include HS agency staff such as program leaders, health service and other managers, teachers, family support staff, home visitors, and Child Care Lead Agencies and their designated dissemination networks and organizations. Examples of Child Care designated networks and organizations are state specific and may include, but not be limited to, Child Care Resource and Referral networks and child care associations.

Secondary recipients of T/TA include child care program administrators, child care teachers, and parents of children in child care settings. Some T/TA, such as addressing the health needs of very young children, will be applicable to all T/TA users, while other T/TA topics may be role or setting specific. These users are considered “secondary recipients,” not because they are less important, but because they will be reached through the State Child Care Lead Agencies and dissemination networks described above.

In addition to the aforementioned secondary users, the NCECHW will collaboratively work with the MCHB Early Childhood Comprehensive Systems to develop and expand pediatric and family practice engagement for 1) alignment of health with ECE programs, state early childhood system activities, other place-based and state efforts to improve the health, child wellness, and development of young children, and 2) strengthen families’ efforts and capacities to promote and support their children’s development.

Regional T/TA networks will use resources disseminated by the NCECHW in their work with HS/EHS and child care agencies. The NCECHW will develop, update, and/or adapt TA materials; disseminate and support and track the use and implementation of T/TA materials with measurable goals; provide training to grantees in coordinated or clustered regional and national locations; and provide training to those who work directly with the ECE field at the regional, state, and local level. In addition, the NCECHW will disseminate material to state-designated early childhood dissemination networks in a manner that is timely and relevant to meet the different stakeholder needs at all levels of readiness.

The NCECHW will provide innovative tools, resources, best practices, approaches, and T/TA to support the use of child, family, program, and community data for planning and continuous program improvement within early childhood settings. This T/TA should be relevant for a variety of ECE settings, including center-based, FCC, and home-based/home-visiting settings, and it should foster the use of metrics, data linkage and collection, and aggregation and analysis for improving individual child outcomes.

The NCECHW will develop, carry out, and participate in T/TA evaluation activities. The NCECHW will be responsible for developing feedback methods for continuous improvement of the NCECHW’s resource development, management, and T/TA delivery. The NCECHW will also participate in an independent evaluation of the ACF Early Childhood T/TA system. This evaluation will inform ACF about the kinds and quality of T/TA delivered and the outcomes of T/TA provided to states, programs, and networks.

Because of the complex work the NCECHW will conduct, the successful applicant should be a partnership and/or consortium of knowledgeable and experienced partners within the field of early childhood health, development, and wellness. There must be a systematic approach to managing the partnership and/or consortium to ensure that materials, resources, and training integrate the expertise of all members. The work of the NCECHW should be evidence-based and research-informed as well as practical in application across early childhood settings and reflect the latest in T/TA delivery and methods to reach diverse audiences.

NCECHW must track and report on their expenditures and activities separately by funding stream. For example, an OHS activity supported by the OHS funding stream may be to provide resources for

HS/EHS agencies to address health services based on the Head Start Program Performance Standards and current grantee monitoring data. An example for an OCC activity supported by the OCC funding stream could be to develop a resource for CCDF Lead Agencies implementing health requirements in ECE settings. An example of an HRSA activity supported by the HRSA/MCHB funding stream may be to track changes and update or revise the resource *Caring for Our Children, 3rd edition* (CFOC).

The NCECHW has three main components: 1) Resource Development and Management; 2) Provision of T/TA; and 3) T/TA Coordination and Collaboration. The following represent some of the necessary activities of the NCECHW, but applicants are also expected to outline plans that expand upon these tasks with innovative strategies and methods that will best support the field and address the ACF and HRSA/MCHB health and wellness vision and goals for ECE programs.

### **Resource Development and Management**

The NCECHW will provide research-informed and/or evidence-based information and strategies for the ECE field in collaboration and coordination with other OHS, OCC, and MCHB National Centers and meet the requirements set forth in Subchapter 648(f) Ownership of Results of the Improving Head Start for School Readiness Act of 2007 (<http://eclkc.ohs.acf.hhs.gov/hslc/standards/law>). As part of a coordinated network of National Centers, the NCECHW will at a minimum:

- Identify and review existing T/TA resources for adaptation or branding to avoid duplication in order to meet the professional development and comprehensive service needs of specific early childhood providers, settings, networks, and/or state systems serving pregnant women/expectant families and children from birth to age 5 and their families. Maximize the use of existing resources and T/TA services to inform the development and justification of any new materials (i.e., train the trainer materials, interactive web-based material, fact sheets, tool kits, reports, and presentations);
- Conduct a review of existing health and wellness resources that target age and developmentally, culturally, and linguistically diverse populations, including, but not limited to, dual language learners, foster care, homeless, American Indian, Alaska Native, and migrant and seasonal populations;
- Obtain input during health and wellness resource material development or adaptation by piloting products with audiences that reflect the wide diversity of populations served by programs for young children and their families, including rural and urban; monolingual, bilingual, and multilingual; center-based, home-based, home visiting, and FCC;
- Highlight and disseminate exemplary practices and support implementation strategies that prompt positive change in the practices of early childhood administrators, program directors, teachers, and staff that provide or coordinate health and wellness services for children and families;
- Highlight and disseminate T/TA opportunities to take exemplary health and wellness strategies to scale at a local or state level;
- Enhance and expand the existing resources available through OCC, OHS, and MCHB National TA Centers (please see *Section VIII. Other Information*) and the Regional T/TA Centers;
- Provide regular updates/revisions of CFOC that incorporates the latest evidence acquired through collaboration with relevant expertise;
- Create resources and materials (i.e., training materials, fact sheets, tool kits, reports, and presentations) based on current research and analysis of EHS/HS grantee programs, child care programs, and both OCC and OHS Regional Office needs. The plan must include the methods for selection of current researched informed approaches and strategies from the field for supporting programs working with methods for maximizing existing resources and T/TA services, including proposed coordination with other ACF, OHS, and OCC National Centers and MCHB early childhood programs. Methods for the development and justification of any new materials (i.e., training materials, fact sheets, tool kits, reports and presentations) focusing on core topics referenced earlier in this description, so that they are relevant to needs of early childhood programs and related child health systems, including culturally and linguistically appropriate needs; and

- Ensure resources align with OHS, OCC, and MCHB policies regarding the integration of evidence-based disease prevention, health and development promotion, safety, and access to health services.

### **Provision of T/TA**

The NCECHW will disseminate and support implementation of research-informed and/or evidence-based practices that reflect the ACF health and wellness vision and goals for ECE programs and that have been shown to enhance program, family, and/or school readiness outcomes for children birth to age 5 across ECE settings. The NCECHW will at a minimum as part of a coordinated network of National Centers:

- Prioritize the use of methods that are grounded in effective professional development strategies that support adult learning and match different levels of need for T/TA across programs, networks, and systems;
- Use the Early Childhood Learning and Knowledge Center (ECLKC) website (<http://eclkc.ohs.acf.hhs.gov/hslc>) for easy and centralized accessibility and dissemination, once materials are approved by OHS and OCC;
- Work with OCC and OHS Regional TA team and with information gathered through the HS Integrated Services Team (IST), the Head Start Enterprise System (HSES), annual Program Information Report (PIR), and OCC data to develop and support the targeted Regional T/TA strategy; and
- Provide joint T/TA with other Centers as is necessary to ensure aligned content and an ideal user experience.

### **T/TA Coordination and Collaborations**

The National Centers are a component of a very large and complex system. For effective operations, the NCECHW will need to operate in concert with other OHS/OCC and MCHB National Centers and with the regional and state T/TA Specialist. As part of collaboration and coordination, the NCECHW will, at a minimum:

- Coordinate activities with other Centers in order to integrate content and best practices in early childhood settings, support innovation, and avoid duplication;
- Collaborate and conduct joint T/TA activities as necessary with other Centers that share overlapping content expertise in order to ensure that cross-cutting content is aligned and consistent in message, particularly in the areas of mental health, social emotional development, services to pregnant women, services to children with disabilities, and data and continuous improvement, among other areas;
- Ensure collaboration with other early childhood T/TA organizations to maximize support to all agencies serving young children, families, and communities;
- Ensure collaboration with the Substance Abuse and Mental Health Services Administration (SAMHSA) early childhood T/TA efforts to promote positive mental health and well-being in children, families, and staff in ECE settings;
- Ensure attendance of key staff at up to four meetings in Washington, DC, with staff from other National Centers and federal staff from ACF, OHS, OCC, and MCHB. Up to six meetings will be held in the first year. Up to five meetings will be scheduled annually in years 2 through 5; and
- Ensure that one member of the National Center serves as an active member of the HS IST. The HS IST will act as an integrated, knowledge-building network of National Center representatives who will assist with the development of T/TA plans with OHS Regional Offices.

### **POST-AWARD REQUIREMENTS**

The successful applicant awarded under this FOA must adhere to the following:

- Have the project fully functioning within 90 days following the financial assistance award;
- Within 45 days of receiving the financial assistance award, have key staff meet with ACF for the

- initial briefing regarding the plans for carrying out all components of this project;
- Within 45 days of the initial project plan briefing with ACF, address comments about clarifications or revisions of the work plan requested by ACF and submit to ACF for review and approval;
- Within 45 days of receiving the financial assistance award, identify a coordination and communication strategy for working with the OHS ECLKC website contractor;
- Participate in National Center and related ACF T/TA meetings in Washington, DC, and other locations as identified under *T/TA Coordination and Collaboration*;
- Participate as a representative to a national T/TA steering committee that provides and receives input and guidance as to the relevancy, timeliness, and appropriateness of resources and delivery mechanisms of T/TA efforts;
- Participate in the ACF Early Childhood T/TA system evaluation to examine and improve T/TA practices and effectiveness;
- Provide to ACF, for review and approval, drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement. Dissemination and piloting for such materials, where warranted, must also have prior approval; and
- All grantee materials, products, publications, news releases, multi-media products, etc., must include this disclaimer: *“Funded through the Department of Health and Human Services, Administration for Children and Families, Grant # \_\_\_\_\_. The contents of this publication, video, etc. do not necessarily reflect the views or policies of the funders, nor does mention of trade names, commercial products or organizations imply endorsement by the U.S. Department of Health and Human Services and the material may be duplicated without permission for noncommercial uses only. This resource may be duplicated for noncommercial uses without permission.” (See the HHS Grants Policy Statement at <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>.)*

## II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$6,682,500
Expected Number of Awards:	1
Award Ceiling:	\$6,682,500 Per Budget Period
Award Floor:	\$6,682,500 Per Budget Period
Average Projected Award Amount:	\$6,682,500 Per Budget Period
Anticipated Project Start Date:	09/30/2015

### Length of Project Periods:

60-month project with five 12-month budget periods

### Additional Information on Awards:

**Awards made under this announcement are subject to the availability of federal funds.**

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

**Note:** For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the

required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

### **Non-competitive Continuation Awards**

Non-competitive continuation awards will be offered for each of years 2 through 5 of the project period. Funding levels for years 2 through 5 will be equal to that awarded in year 1 of the project. Continuation funding will be subject to the availability of funds, satisfactory progress, and a determination that continued funding is in the best interest of the federal government.

### **Multiple Funding Streams**

Award funds must be spent in a manner consistent with their statutorily authorized activities. The grantee will be required to separately track the award funds and their associated activities and costs by funding stream throughout the project. The following is a break-down of the total amount of funding available for this award:

This FOA is authorized by the Section 648 of the Improving Head Start for School Readiness Act of 2007 (42 U.S.C. 9843), and by Sections 658G(e) and 658I(a)(3) of the Child Care and Development Block Grant Act, as amended by the Child Care and Development Block Grant Act of 2014, Pub. L. 113-186, which are to be codified at 42 U.S.C. 9858e(e) and 42 U.S.C. 9858g(a)(3).

- Head Start contributes 75 percent of the total funds for the NCECHW, or up to \$5,000,000, for each budget period. Activities may include the development of resources for HS/EHS agencies to address health services based on the Head Start Program Performance Standards and current grantee monitoring data.

Award funds are authorized by the Sections 658G(e) and 658I(a)(3) of the CCDBG Act, as amended by the CCDBG Act of 2014, Pub. L. 113-186, which are to be codified at 42 U.S.C. 9858e(e) and 42 U.S.C. 9858g(a)(3).

- CCDBG contributes 22 percent of the total funds available for the NCECHW, or up to \$1,500,000, for each budget period. Activities may include project coordination and targeted TA to State CCDF Lead Agencies and their state designated networks or the development of a resource for CCDF Lead Agencies to implement health requirements in ECE settings.

It is also authorized by the HRSA's MCHB, Title V, Section 501(a)(3) of the Social Security Act, as amended, (42 U.S.C. 701), which will contribute 3 percent of the total funds for the NCECHW, or up to \$182,500, for each budget period, and funds the following activity:

- Regular updates/revisions of CFOC, 3rd edition that incorporate the latest evidence acquired through collaboration with relevant experts (<http://cfoc.nrckids.org/index.cfm>). The plan should include an approach to have CFOC available electronically to the public at no cost and easily searchable.

### **Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement**

ACF is utilizing a cooperative agreement that requires substantial involvement of the agency. Details of the responsibilities, relationships, and governance of the cooperative agreement will be specified in the terms and conditions of the award. The specific responsibilities of ACF and the grantee will be identified and agreed upon prior to the award of the cooperative agreement. At a minimum, ACF will:

- Provide consultation, review, and approval of the NCECHW's work plan and any revision made to the work plan during the project period;
- Provide consultation in the development of the project design, including information on the resources and planned activities for the ACF and MCHB National T/TA Center, OHS Regional T/TA

- Centers, and the National Center's interactions with any existing TA Centers;
- Facilitate communication and cooperation among ACF and MCHB National TA Centers, Regional T/TA Centers, and other T/TA systems related to early childhood, as appropriate;
  - Facilitate communication with representatives of other federal agencies in order to promote intra-agency and inter-agency coordination and collaboration;
  - Review and approve drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement; and
  - Review all resumes for key positions with the NCECHW, as well as for partners and consultants proposed and approved.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

### III. Eligibility Information

#### III.1. Eligible Applicants

Eligible applicants include the following: state governments; county governments; city or township governments; special district governments; independent school districts; public and state controlled institutions of higher education; Native American tribal governments (federally recognized); public housing authorities/Indian housing authorities; Native American tribal organizations (other than federally recognized tribal governments); non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education; non-profits without 501(c)(3) status with the IRS, other than institutions of higher education; private institutions of higher education; for-profit organizations other than small businesses; small businesses; and faith-based organizations.

Eligible applicants may apply on their own or as the lead applicant of a partnership and/or consortium. A partnership and/or consortium is a project carried out by a lead applicant and one or more other organizations that are separate legal entities. Under a partnership and/or consortium agreement, the lead applicant must perform a substantive role in the conduct of the planned project or program activity and will not merely serve as a conduit of funds to another party or parties. The relationship between the recipient and the collaborating organizations is considered a sub-award relationship.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

#### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

#### III.3. Other

## **DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)**

All applicants must have a DUNS Number ([http:// fedgov. dnb.com /webform](http://fedgov.dnb.com/webform)) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, [www.sam.gov](http://www.sam.gov)).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM.gov must be active throughout the life of the award.

**Plan ahead. Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.**

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

## **Application Disqualification Factors**

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

## **Award Ceiling Disqualification**

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

## **Required Electronic Application Submission**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required

electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

## **Application Deadlines**

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times.** Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the [www.Grants.gov](http://www.Grants.gov) validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

## **Notification of Application Disqualification**

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

## **IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Office of Head Start  
OHS Operations Center  
1401 Mercantile Lane  
Suite 401  
Largo, MD 20774  
Phone: (888) 242-0684  
Email: [OHS Tech@reviewops.org](mailto:OHS Tech@reviewops.org)

### **Electronic Application Submission:**

The electronic application submission package is available in the FOA's listing at [www.Grants.gov](http://www.Grants.gov).

### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at [www.Grants.gov](http://www.Grants.gov). They are also available at [http:// www.grants.gov/web/ grants/forms/sf-424-](http://www.grants.gov/web/grants/forms/sf-424-)

[family.html](#). See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

**Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):**  
Available at the Grants.gov Forms Repository website at [http:// www.grants.gov/web/grants/forms/sf-424- family.html](http://www.grants.gov/web/grants/forms/sf-424-family.html).

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## **Section IV.2. Content and Form of Application Submission**

### **FORMATTING ACF APPLICATIONS**

**In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via [www.grants.gov](http://www.grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.**

#### ***FOR ALL APPLICATIONS:***

##### **Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov), where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

##### **Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

##### **Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

##### **Accepted Font Style**

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

##### **Page Limitations**

**Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND**

**CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.**

**All applications must be double-spaced.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

### **Application Elements Exempted from Double-Spacing Requirements**

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

### **Adherence to FOA Formatting, Font, and Page Limitation Requirements**

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

**NOTE:** Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

### **Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

### **Signatures**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at [www.Grants.gov](http://www.Grants.gov).

The original of a paper format application must include original signatures of the authorized representatives.

### **Accepted Application Format**

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

## **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

Components must be in the following order within the electronic file. This file should be uploaded to the “Project Narrative File(s)” section of the Application Package. The entire application, which includes the Project Description/Budget and Budget Justification and the Appendices is limited to 225 pages.

The Project Description (Narrative file) must include the following items:

- Table of Contents;
- Project Summary/Abstract;
- Objectives and Need for Assistance;
- Outcomes Expected;
- Approach;
- Project Timeline and Milestones;
- Program Performance Evaluation Plan;
- Organizational Capacity;
- Plan for Oversight of Federal Award Funds; and
- Project Line Item Budget and Justification.

This file should be uploaded to the “Other Attachment File(s)” section of the Application Package and must include “Appendices” in the file name. Appendices must include the following items:

- Resumes;
- Organizational Charts;
- Third Party Agreements;
- Audits (not subject to page limitation); and
- Signed MOU's and other supporting documents.

## **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

**Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.**

**File One:** Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

**File Two:** Must contain all documents required in the Appendices.

### **Adherence to the Two-File Requirement**

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files. **Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL,**

**applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.**

### **Application Upload Requirements**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed later in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Support" at the top menu bar and selecting "Technical Support". Under the "Technical Support" section select "Recommended Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at [https:// www.acf.hhs.gov / grants /howto #chapter-7](https://www.acf.hhs.gov/grants/howto#chapter-7) under "How to Apply for a Grant/Submit an Application." [ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.]

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [https:// www.acf.hhs.gov / sites / default / files / assets / systems issue policy final.pdf](https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf) under "How to Apply for a Grant/Submit an Application."

### **Required Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see [http://www.grants.gov / web / grants / support / technical - support / troubleshooting / restricting -special -characters.html](http://www.grants.gov/web/grants/support/technical-support/troubleshooting/restricting-special-characters.html)

**Use only file formats supported by ACF** It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

## ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

## Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

## FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

### Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

### Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

## Required Forms, Assurances, and Certifications

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications are available in the Application Package posted for this funding opportunity at [www.grants.gov](http://www.grants.gov).

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
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SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> and registration at SAM.gov at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.

SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
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## SF-424 Key Contacts Form

Please include Project Director and/or Principle Investigator, Lead Partners, and if applicable, Consortium Project Lead(s) in this form.

### Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

## The Project Description

### Part I: The Project Description Overview

#### Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

#### General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### Part II: General Instructions for Preparing a Full Project Description

## **Introduction**

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

## **Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

## **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

## **Outcomes Expected**

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

The applicant must provide in their Work Plan their approach for how they will address each of the specified activities described under the NCECHW's three main components: 1) Resource Development and Management; 2) Provision of T/TA; and 3) T/TA Collaboration and Coordination and the ACF health and wellness vision and goals for ECE programs as referenced in *Section I. Funding Opportunity Description/National Center on Early Childhood Health and Wellness, Overview*.

## **Resource Development and Management**

An approach for sharing health and wellness research-informed and/or evidence-based exemplary practices that prompt positive changes as it relates to the following:

1. Health and safety of ECE settings;
  2. Measurable health and developmental outcomes;
  3. Preventive services related to health outcomes;
  4. Access to continuous, accessible health services for children and families;
  5. Mental wellness and resiliency for staff, children, pregnant women, and families; and
  6. Networks and coordination of ECE programs and child health professionals.
- Description of the applicant's plan to use implementation and outcome data from HS/EHS programs and other relevant sources to improve dissemination, collaboration, and implementation of NCECHW activities;
  - Method for selecting and implementing research-based strategies and materials to improve the quality of agencies' supervision of staff who work directly and indirectly with families in the areas of health, oral health, mental health, nutrition, injury prevention, and safe environments;
  - Description of an implementation plan for regular updates/revisions of CFOC, *3rd edition* (<http://cfoc.nreckids.org/>) that incorporates the latest evidence acquired through collaboration with relevant experts. The plan should include approach to have CFOC available electronically to the public at no cost and easily searchable;
  - Description of plans to address the expansion of a training program for child care health and mental health consultants.
  - Strategic plans for resource development and management that include:
    1. Electronic announcements, newsletters, and alerts for broad dissemination to HS/EHS agencies, state/tribal/territory child care lead agencies and other ECE settings, pediatric health professionals, child care health consultants, and tribal child care administrators;
    2. Effective marketing, including use of social media and creative use of graphic and web design for dissemination of material on the ECLKC website;
    3. Enhanced technology and a virtual communication platform for outreach to support variety of audiences, including communities of practice and networks; and
    4. A plan to maintain a Technical Work Group to help guide the work of the NCECHW. This group will be comprised of ECE providers, parents, children's health, mental health, oral health, and nutrition experts who work in or with the field of early childhood education that will periodically review the work of the NCECHW.

## **Provision of T/TA**

- A plan for health and safety exemplary practices and implementation strategies that include:
  1. Working with states to use Caring for Our Children Basics (<https://www.federalregister.gov/articles/2014/12/18/2014-29649/caring-for-our-children-basics-comment-request>);
  2. Procedures to assist and advise state licensing/regulatory agencies in partnership with the NC ECQA to encourage states have a regulatory system in place that requires non-relative child care providers to meet health and safety standards based on Caring for Our Children Basics;
  3. Supporting HS/EHS agencies' full compliance with the Head Start Program Performance Standards, other applicable policies and regulations, and the provisions of The Improving Head Start for School Readiness Act of 2007; and
  4. Working with state agencies and other key stakeholders to help local child care programs meet the health and safety requirements outlined in the CCDBG of 2014.
- An approach to promote positive child health outcomes for children participating in ECE settings

that also address the following:

1. Training at regional and national meetings for local HS agency staff and parents to promote the use of resources and practices that improve children's health, mental health, oral health, and nutrition; and
  2. Opportunities for HS/EHS health service managers, teachers, teacher assistants, home visitors, and child care providers to acquire training to meet the Head Start Program Performance Standards or the CCDBG Act related to health.
- Strategic plans for increasing preventive services related to health outcomes that include:
    1. Methods for local programs to develop and use Individualized Health Plans to address the strengths and needs of children with identified chronic illnesses;
    2. Proposed actions for local programs to develop appropriate management of health related and screening referrals; and
    3. Approaches to support the prioritization and implementation of sensory and behavioral screening process in HS/EHS, state child care agencies, and other ECE settings.
  - A proposal for increasing access to continuous, accessible health services for children and families that include:
    1. Strategies and methodologies for assisting families to access a medical/dental home and health insurance, through the Affordable Care Act, when appropriate, for all children and families using the ECE setting as the access point.
  - Actions that would support the promotion of mental wellness and resiliency for staff, children, pregnant women, and families including:
    1. A plan that supports mental health professionals' capacity to deliver early childhood mental health consultation; and
    2. Strategies to improve the ability of HS/EHS, state child care agencies, and other ECE settings to support pregnant women and children from birth to age 5, along with parents and teachers, in the development of their social-emotional and behavioral health and in fostering the development of resilience.
  - Strategic plans for T/TA methods to strengthen networks and coordination of ECE programs and child health professionals, that include:
    1. Approaches for local programs to collaborate with their local schools, early intervention, and health care professionals/health homes in order to prevent discontinuity of health, oral health, social/emotional and behavioral health, and nutrition services;
    2. Strategies for programs to establish and maintain local and State Health Services Advisory Committees to serve as resources for HS/EHS agencies and other community providers serving low-income children and families;
    3. Methods to support existing networks of HS/EHS Managers and expand to include other ECE providers, child health consultants, EC mental health consultants, community health clinics, and local child health professionals; and
    4. A plan to create a network of information sharing and communication for HS/EHS health service managers, state/tribal/territory child care lead agencies and child care health consultants (where present), early childhood mental health consultants, and other relevant partners.

- Develop a plan to support state policy development by partnering with a range of stakeholders and state leaders to improve ECE/medical home policy and practice;
- Plans for working with the OHS/OCC Regional TA team that will be based on information gathered from various data sources, the HSES, annual PIR, and OCC data to develop and support the state and regional TA strategies and plans; and
- Provide opportunities for HS/EHS and other ECE programs to communicate with Center staff.

### **T/TA Coordination and Collaboration**

- Procedures for working collaboratively with the ACF, MCHB, OHS, and OCC National TA Centers, OHS Regional T/TA providers, Health and Wellness networks, State Infant-Toddler Specialists and/or Networks;
- Process for collaborating with other ACF T/TA National Centers to disseminate and train with current materials;
- Description of a plan to develop collaborations with institutions of higher education, national professional organizations, state health systems, and other experts in the field that address the key outcomes identified in *Section I. Funding Opportunity Description/National Center on Early Childhood Health and Wellness, Overview*;
- Description of a plan to work with state/tribal/territory partners to develop a model state-based child care health consultant registry that states can utilize and implement;
- Method for building collaborative relationships with the State Early Childhood Comprehensive Systems (<http://mchb.hrsa.gov/programs/earlychildhood/comprehensivesystems/>) grantees and State Early Childhood Advisory Councils in each State; and
- Actions that would support and ensure regular participation of a NCECHW Director on a coordinating oversight leadership group that will connect, integrate, and inform resource development, dissemination, and implementation or NCECHW products.

### **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

### **Program Performance Evaluation Plan**

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software)

in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

### **Organizational Capacity**

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;

### **Dissemination Plan**

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

### Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

### The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Project budget Standard Forms (424A and/or 424C) will not count toward page limitations; however, the budget and budget justification are limited to 15 single-spaced pages total with fonts of no less than Times New Roman 12-points.

**Special Note:** Section 653 of the Act provides that “[n]otwithstanding any other provision of law, no Federal funds may be used to pay any part of the compensation of an individual employed by a Head Start agency, if such compensation, including non-Federal funds, exceeds an amount equal to the rate payable for level II of the Executive Schedule under section 5313 of title 5, United States Code.” The Executive Level II salary of the Federal Executive Pay scale is \$183,300. Please see <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/executive-senior-level>. The statute also defines the term “compensation” as:

“(A) includes salary, bonuses, periodic payments, severance pay, the value of any vacation time, the value of a compensatory or paid leave benefit not excluded by subparagraph (B), and the fair market value of any employee perquisite or benefit not excluded by subparagraph (B); and

*(B) excludes any Head Start agency expenditure for a health, medical, life insurance, disability, retirement, or any other employee welfare or pension benefit.”*

*Additional information on the “Statutory Requirement regarding compensation of Head Start staff” is available in the Program Instruction: [ACF-PI-HS-08-03](#).*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### **Budget Development by Funding Stream**

The grant awarded under this FOA is made up of multiple funding streams; therefore, applicants must provide additional detail in their budget and budget justifications that proportionately reflects the percentages and types of costs and activities by funding stream. A description of the multiple funding streams is available in *Section II. Federal Award Information, Additional Information on Awards*, and is repeated here.

In the SF-424A, applicants must show the amounts estimated under each Object Class Category, by funding stream, under each of the columns.

#### **Section A – Budget Summary:**

Column (a) Grant Program, Function, or Activity:

List the program associated with the funding stream, e.g., 1. Office of Head Start (OHS), 2. Office of Child Care (OCC), 3. Health Resources and Services Administration/Maternal and Child Health Bureau (HRSA/MCHB).

Column (b) Catalog of Federal Domestic Assistance Number:

List the CFDA Numbers that appear in the Overview section of this FOA.

#### **Section B – Budget Categories:**

Object Class Categories:

Use multiple columns to provide cost detail for each Object Class Category by funding stream.

The following are the funding amounts by funding stream and the percentages of budget they represent under the grant award:

OHS = 75 percent/\$5,000,000

OCC = 22 percent/\$1,500,000

HRSA/MCHB = 3 percent/\$182,500

### **General**

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

### **Personnel**

**Description:** Costs of employee salaries and wages.

**Justification:** Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

### **Fringe Benefits**

**Description:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

**Justification:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

### **Travel**

**Description:** Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

**Justification:** For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

### **Equipment**

**Description:** "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

**Justification:** For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

### **Supplies**

**Description:** Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

**Justification:** Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

### **Contractual**

**Description:** Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 75 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

**Note:** Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

## **Other**

**Description:** Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

**Justification:** Provide computations, a narrative description, and a justification for each cost under this category.

## **Indirect Charges**

**Description:** Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

- 1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency

**Note:** An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

- 2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

**Justification:** This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method,

costs included in the indirect cost pool must not be charged as direct costs to the grant.

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **Application Submission Options**

#### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

#### **Application Validation at [www.Grants.gov](http://www.Grants.gov)**

After an application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

Each time an application is submitted, or resubmitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

**NOTE:** The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

## Systems Issues

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [https://www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf).

## Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at [www.Grants.gov](http://www.Grants.gov). To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at [www.Grants.gov](http://www.Grants.gov).

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov), or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

**Please Note:** [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov) **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and

- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

**Exemption requests must be received by ACF no later than two weeks before the application due date**, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

### **Paper Format Application Submission**

**An exemption is now required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

## **IV.3. Submission Dates and Times**

Due Date for Applications: **07/20/2015**

### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

### **Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at: [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

## Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

## Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

## No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

## Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

## Acknowledgement from [www.Grants.gov](http://www.Grants.gov)

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

**Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

**Acknowledgement from ACF of receipt of a paper format application**

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

**IV.4. Intergovernmental Review of Federal Programs**

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

**IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

**Note:** Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

## IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### Submission By Mail

Office Of Head Start  
OHS Operations Center  
1401 Mercantile Lane  
Suite 401  
Largo, MD 20774

### Hand Delivery

Office of Head Start  
OHS Operations Center  
1401 Mercantile Lane  
Suite 401  
Largo, MD 20774

### Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3. Submission Dates and Times*.

## V. Application Review Information

### V.1. Criteria

**Please note:** Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Points will be assigned within the range specified in each criterion item.

### Objectives

### Maximum Points: 5

- The applicant has clearly identified the T/TA needs of HS/EHS agencies and State, Territory, and Tribal Lead Child Care Agencies that serve high-risk children in high poverty communities, pregnant women, children from birth to age 5, inclusive of children with disabilities. (0-2 points)
- The applicant has clearly identified T/TA needed to support programs serving special populations such as dual language learners, foster care, homeless, American Indian and Alaska Native, and Migrant and Seasonal farmworker children. (0-1 points)
- The applicant has clearly described the significant features and components of the project, clearly states the goals and objectives of the project, and provides a rationale for the project goals as described in *Section I. Program Description/Overview of the ACF Early Childhood T/TA System/Goals and Levels of Operation*. (0-2 points)

## Outcomes Expected

**Maximum Points: 5**

- Expected outcomes are directly aligned with the goals of the NCECHW and to the three main components of the NCECHW as described in *Section I. Program Description/National Center on Early Childhood Health and Wellness, Overview*. Each component is specific in nature, including elements such as what specifically will be achieved and the corresponding timeline. The components are attainable and demonstrate their alignment directly with the overall scope and size of the proposed program. Each component is measurable and grounded within a specific time frame so that it is clear when the outcome is achieved. (0-5 points)

## Approach

**Maximum Points: 40**

- The applicant clearly describes a feasible, multi-year project plan for Resource Development and Management that is consistent with the goals, objectives, and desired outcomes described in *Section I. Program Description/National Center on Early Childhood Health and Wellness, Overview* and *Section IV.2. The Project Description/Approach*. Specifically, the proposed plan details the development and/or adaptation of resources that are relevant and responsive to diverse populations, American Indian and Alaskan Native and Migrant and Seasonal HS/EHS programs, and different ECE settings and audiences. (0-5 points)
- The applicant's plan for Resource Development and Management has included methods: (0-4 points)
  1. To use implementation and outcome data from HS/EHS programs and other relevant sources to improve dissemination, collaboration, and implementation of Center activities; and
  2. For selecting and implementing research-based strategies and materials to improve the quality of agencies' supervision of staff who work directly and indirectly with families in the areas of health, oral health, mental health, nutrition, injury prevention, and safe environments.
- The applicant's plan for Resource Development and Management has included innovative approaches: (0-4 points)
  1. For regular updates/revisions of *CFOC, 3rd edition* that incorporates the latest evidence acquired through collaboration with relevant experts.
- The applicant's plan for Resource Development and Management includes innovative ideas for resources and delivery methods that strengthen health and wellness outcomes, prevention, safety and access for children in ECE settings. (0-3 points)

- The applicant’s plan for Resource Development and Management includes a plan to maintain a Technical Work Group to help guide the work of the NCECHW. (0-2 points)
- The applicant clearly describes a feasible, multi-year project plan for Provision of T/TA that is consistent with the goals, objectives, and desired outcomes described in *Section I. Program Description/National Center on Early Childhood Health and Wellness, Overview* and *Section IV.2. The Project Description/Approach*. (0-3 points)
- The applicant’s plan for Provision of T/TA includes approaches: (0-5 points)
  1. For health and safety exemplary practices and implementation strategies;
  2. To promote positive child health outcomes for children participating in ECE settings;
  3. For increasing preventive services related to health outcomes;
  4. For increasing access to continuous, accessible health services for children and families;
  5. That would support the promotion of mental wellness and resiliency for staff, children, pregnant women, and families; and
  6. To strengthen networks and coordination of ECE programs and child health professionals.
- The applicant’s plan for Provision of T/TA includes a prioritization of T/TA methods grounded in adult learning science. (0-2 points)
- The applicant’s plan for Provision of T/TA includes strategies for effective marketing, including use of social media and creative use of graphic and web design for dissemination of material. (0-2 points)
- The applicant’s plan for Provision of T/TA identifies approaches for continuously improving T/TA products and services by assessing users’ experiences and by building in methods for assessing changes in users’ knowledge, skills, and practices. (0-2 points)
- The applicant clearly describes a feasible, multi-year project plan for T/TA Coordination and Collaboration with OHS and OCC T/TA National Centers and with ACF’s regional offices that is consistent with the goals, objectives, and desired outcomes described in *Section I. Program Description/National Center on Early Childhood Health and Wellness, Overview* and *Section IV.2. The Project Description/Approach*. Specifically, the applicant identifies an approach that enhances communication, prevents duplication, ensures that materials and messages are integrated and cohesive, and coordinates T/TA on overlapping content. (0-4 points)
- The applicant’s plan for T/TA Coordination and Collaboration ensures regular participation of the NCECHW Director in a cross–National Center coordination effort and ensures attendance of key staff at regular meetings in Washington, DC. (0-2 points)
- The applicant’s plan for T/TA Coordination and Collaboration describes one NCECHW member appropriate to participate in the OHS IST, as described in *Section IV.2. The Project Description/Approach*. (0-2 points)

#### **Project Timeline and Milestones**

**Maximum Points: 3**

- The applicant provides a reasonable timeline for implementing the proposed project, including the activities to be conducted in chronological order, showing a reasonable schedule of accomplishments and target dates, and the factors that may accelerate or decelerate the work. Applicant’s timeline accords with the time-bound activities (i.e., fully functioning within 90 days), as referenced in *Section I. Post-Award Requirements* and *Section IV.2. Project Description/Project Timeline and Milestones*. (0-3 points)

#### **Program Performance and Evaluation Plan**

**Maximum Points: 3**

- The applicant provides an efficient and effective plan for evaluation for continuous improvement of the NCECHW's resource development, management, and T/TA delivery. (0-2 points)
- The applicant provides a description of how it will document progress towards project milestones that are thorough, reasonable, and adequate for the project's size and scope. (0-1 points)

## Organizational Capacity

**Maximum Points: 18**

The responsibilities and roles of the organization's staff are specifically stated and substantiated by requirements outlined in *Section IV.2. Project Description/Organizational Capacity*.

- The applicant provides detailed information on staff qualifications that clearly demonstrates the applicant's expertise in health, development, and wellness within ECE and care settings, and documents staff's experience with high-risk, high poverty children and families in EHS, HS, and child care programs. (0-4 points)
- The applicant provides detailed information on staff qualifications that clearly demonstrates the applicant's expertise in health, development, and wellness outlined in *Section I. Program Description/National Center on Early Childhood Health and Wellness, Overview*. (0-4 points)
- The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position (including partners), including roles and responsibilities of each staff person. (0-3 points)
- The application strongly documents the ability and expertise of the applicant to carry out the activities as described in this FOA. (0-3 points)
- The applicant documents expertise in administration, development, implementation, management, and evaluation of programs similar to that offered under this FOA. (0-2 points)
- The applicant demonstrates strong evidence that the organization and its partners have the fiscal, administrative, and performance management capacity to effectively administer grant funds. The applicant provides audit statements from a CPA/LPA attesting to clean audit with resolution of any former fiscal irregularities. (0-2 points)

## Dissemination Plan

**Maximum Points: 8**

- The applicant describes a dissemination plan with clear goals and objectives to target HS/EHS agencies and State, Territory, and Tribal Lead Child Care Agencies, and child health systems/networks, and engage federal staff and regional T/TA networks; and allocates sufficient time and budget to successfully implement dissemination activities. (0-8 points)

## Plan for Oversight of Federal Award Funds

**Maximum Points: 3**

- The applicant describes a procedure for how federal funds will be properly managed, including the staff and financial systems in place to demonstrate control and accountability. (0-1 points)
- The applicant describes a plan and demonstrates its capacity to separately track and report on expenditures and activities based on the multiple funding streams described in this FOA. (0-2 points)

## Budget and Budget Justification

**Maximum Points: 15**

- The applicant provides a budget that is clearly outlined and aligned with the activities of the NCECHW as referenced in *Section IV.2. Project Description/Approach*, and includes a narrative justification for the amount requested, describing how the categorical costs are derived. The explanations of the calculations sufficiently show the costs are critical to the success of the project. The budget is reasonable and appropriate for the project. (0-4 points)
- The applicant includes a detailed budget where all personnel funds are reasonable for the responsibilities and time dedicated to the NCECHW's activities as described in *Section IV.2. Project Description/Approach*. (0-2 points)
- The budget includes sufficient funding for required trainings, meetings, conferences, travel, and other methods to successfully carry out project activities as referenced in *Section IV.2. Project Description/Approach* and *Section I. Post-Award Requirements*. Funds are allocated accordingly and are aligned with *Section IV.5. Funding Restrictions*. (0-2 points)
- The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of the funds received and multiple funding streams described under this FOA. (0-2 points)
- The applicant includes all budget and budget narratives for sub-contractors within the consortium and/or partners, if applicable. (0-5 points)

## V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number ([www.dbn.com](http://www.dbn.com)) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section III.3. Other*.

### Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

### Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF will also consider the applicant's demonstrated expertise in providing T/TA to the early childhood field, with particular expertise in providing T/TA to the HS and CCDF agencies.

Please note that if the applicant is a current or former OHS grant recipient, ACF will retrieve, review, and consider the applicant's last two annual progress reports. These reports and documents may be considered in making final determinations.

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk," probationary or not in good standing, or has been debarred or defunded by any federal agency. Additionally, ACF reserves the right not to fund applicants with unacceptably lengthy start-up periods when other highly ranked applications are available who have demonstrated their ability to rapidly begin implementation.

The federal agencies contributing funds to the execution of activities under this FOA will actively participate in the award and decision-making process.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

## **V.3. Anticipated Announcement and Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

### **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

### **Prohibition Against Profit**

Grantees are subject to the limitations set forth in 45 CFR § 75.215, Special provisions for awards to commercial organizations as recipients (45 CFR § 75.215(b)\_Prohibition against profit.), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

### **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-for-faith-based-and-community-organizations>.

### **Award Term and Condition under the Trafficking Victims Protection Act of 2000**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

## **Requirements for Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

## **Debarment and Suspension**

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

## **Pro-Children Act**

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

## **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

## **Freedom of Information Act (FOIA)**

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

## **Award Term and Condition under Title VI of the Civil Rights Act of 1964**

Recipients of federal financial assistance must not discriminate on the basis of race, color, national origin, disability, age, and in some cases sex and religion. The HHS Office for Civil Rights provides guidance to grantees in complying with civil rights laws that prohibit discrimination.

[www.hhs.gov/ocr/civilrights/understanding/index.html](http://www.hhs.gov/ocr/civilrights/understanding/index.html).

HHS provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency.

[www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html](http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html). Recipients must ensure their contractors and sub-recipients also comply with federal civil rights laws.

## **Award Term and Condition for Unpaid Federal Tax Liability**

Grantees are subject to the requirement contained in Section 744 of the "Consolidated and Further Continuing Appropriations Act, 2015," (Pub.L. 113-235, Title VII, General Provisions – Government-Wide), which says "None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government."

## **Other Administrative and National Policy Requirements**

For information on OHS's Head Start Program Performance Standards, Head Start for School Readiness Act of 2007, program instructions, information memoranda, or policy interpretation questions, please visit the ECLKC Policy and Regulation website at <http://eclkc.ohs.acf.hhs.gov/hslc/standards>.

For information on the OCC's program instructions, information memoranda, policy interpretation questions, technical bulletins, and CCDF reports and reporting requirements, please visit the OCC's Policy and Program Resources website at <http://www.acf.hhs.gov/programs/occ/resource-library>.

For information on the HRSA's MCHB programs, legislative authorities, and other information, please visit the HRSA/MCHB website at <http://mchb.hrsa.gov/index.html>.

## **VI.3. Reporting**

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

### **Performance Progress Reports (PPR)**

Notice of Award (NoA) documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period. Final program performance reports are due 90 days after the close of the project period.

For awards that implement the use of the ACF-OGM-SF-PPR, the form is available under "Reporting, Disclosures, and other Standard Forms" at <http://www.acf.hhs.gov/grants/forms#chapter-4>.

### **Federal Financial Reports (FFR)**

ACF grantees are required to use the SF-425 Federal Financial Report (FFR) for expenditure reporting. SF-425 reports will be due as frequently as is required in the terms and conditions of their award using due dates from reports to PMS. The SF-269 is no longer accepted for expenditure reports. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF. As a result, a recipient that receives awards from more than one federal program may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates. **A final cumulative SF-425 is due 90 days after the close of the project period.**

For budget periods ending in the months of:	The FFR (SF425) is due to ACF on:
January 01 - March 31	April 30
April 01 - June 30	July 30
July 01 - September 30	October 30
October 01 - December 31	January 30

The SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, is available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Performance Progress Reports:	Quarterly
Financial Reports:	Semi-Annually

### **Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation**

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

## **Tangible Property Report (SF-428)**

All ACF grantees are required to submit the Tangible Personal Property Form (SF-428). The SF-428 is a standard form used to collect information related to tangible personal property: equipment with a unit cost of \$5,000 or more, and residual supplies with an aggregate fair market value exceeding \$5,000. The form consists of the cover sheet and three attachments to be used as required by the terms and conditions of the award: Annual Report; Final Report and a Disposition Request. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information. The form is available at [http:// www.whitehouse.gov/ omb/ grants forms](http://www.whitehouse.gov/omb/grants/forms).

## **Real Property Status Report (SF-429)**

All ACF grantees are required to submit the Real Property Status Report SF-429, if applicable. The SF-429 is a standard report to be used by recipients of federal financial assistance to report real property status or to request agency instructions on real property that is provided as Government Furnished Property (GFP) or acquired (i.e., purchased, constructed, or renovated) in whole or in part under a Notice of Award. This form consists of the cover sheet and three attachments to be used as frequently as required in the terms and conditions of the award: General reporting (SF-429A, Attachment A), Request to Acquire, Improve or Furnish (SF-429B, Attachment B), or Disposition or Encumbrance Request (SF-429C, Attachment C). The forms are available at [http:// www.whitehouse.gov/ omb/ grants forms](http://www.whitehouse.gov/omb/grants/forms).

Reports on activities should reflect all three funding streams.

## **VII. Agency Contacts**

### **Program Office Contact**

Sharon Yandian  
Administration for Children and Families  
Office of Head Start  
1250 Maryland Ave, SW  
Washington, DC 20024  
Phone: (888) 242-0684  
Email: [OHSTech@reviewops.org](mailto:OHSTech@reviewops.org)

### **Office of Grants Management Contact**

David Kadan  
U.S Department of Health and Human Services  
Office of Grants Management  
Administration for Children and Families  
370 L'Enfant Promenade, SW  
Aerospace Building - 6th Floor East  
Washington, DC 20447  
Email: [ACFOGMREG-grants@acf.hhs.gov](mailto:ACFOGMREG-grants@acf.hhs.gov)

## **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## **VIII. Other Information**

### **Reference Websites**

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov/web/grants/forms/sf-424-family.html) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>.

The *Federal Register* <https://www.federalregister.gov/>.

United States Code (U.S.C.) <http://www.gpo.gov/fdsys/>.

The following OCC and OHS websites offer webinars, tools, and resources:

- ACF Early Childhood Technical Assistance System (<http://www.acf.hhs.gov/programs/ecd/interagency-projects/ece-technical-assistance>)
- Child Care Technical Assistance Network (<https://childcareta.acf.hhs.gov>)
- Head Start Early Childhood Learning and Knowledge Center (<http://eclkc.ohs.acf.hhs.gov/hslc/hs/>)
- OHS Regional Training and Technical Assistance Network - Fed Biz Opps Solicitation (<https://www.fbo.gov/index?s=opportunity&mode=form&id=c6ea1c96844e25a0893cdd3351c04c98&tab=core&cview=1>)

## **Application Checklist**

What to Submit	Where Found	When to Submit
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>

	agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a></p> <p>by using the link to "SF-424 Family."</p>	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a></p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p> <p><b>Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15! See Section IV.2. Formatting ACF Applications.</b></p>

<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>
<p>SF-424A - Budget Information - Non- Construction Programs and</p> <p>SF-424B - Assurances - Non-Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>These forms are <b>required</b> for applications under this FOA:</p> <ul style="list-style-type: none"> <li>• Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.</li> </ul>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>

DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> . To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a> .	A DUNS number and registration at SAM.gov are required for all applicants.  Active registration at SAM must be maintained throughout the application and project award period.
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.

<p>Proof of Non-Profit Status</p>	<p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i></p>	<p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
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